
TEMPE ARTS MINIGRANTS

MiniGrants are available to schools and non-profit organizations to help fund arts-related projects serving Tempe citizens. Project requests may not exceed \$500, and the budget must show matching dollars. The application will be reviewed by the Tempe Municipal Arts Commission. *Please submit proposal at least 6 weeks before the beginning arts project date.*

Eligible Schools and Organizations

- Public schools, charter schools, and school districts located in the City of Tempe.
- Schools located outside of the City of Tempe boundaries may apply only if the school serves primarily Tempe residents as the student population.
- Private non-profit schools incorporated for educational purposes. (This type of request may require City Attorney review and approval.)
- Organizations which are registered non-profit organizations with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. This registration must be in place at the time of grant application.
- Neighborhood associations and homeowners associations that are registered with the City of Tempe Neighborhood Services Department.
- Eligible schools and organizations must sponsor projects in which their participants/audience are drawn *primarily* from Tempe city limits.

Eligible Fees

Applicants may request up to 50% of the total project cost. Eligible fees include: services of artists and arts educators, supplies, student stipends, production costs, space rental, marketing, printing, and travel.

Funds may *not* be used for: administrative staff salaries, construction or renovation of facilities, capital expenditures, reduction of debt, feasibility studies, audience transportation, receptions, lobbying expenses, re-granting, scholarship programs, or awards.

Legal restrictions prohibit City of Tempe funding of organizations that are incorporated for religious purposes or projects that focus on religious themes.

A school or organization may only submit one proposal per fiscal year, July 1 – June 30.

University or college sponsored projects will be considered for funding only if they are open to non-credit participants.

Narrative

Please include a one-page narrative using your computer or typewriter. Discuss the following items:

1. Project Description: Give a brief description of the arts project or activity. Please include the artistic content, length of project, dates, participants, location, and schedule of activities. Please attach brief resumes of the artist(s) you will be using.
2. Budget: Describe exactly how the City of Tempe funds will be used.

Tempe Municipal Arts Commission

The mission of the Tempe Municipal Arts Commission is to create an atmosphere in which the arts can flourish, and to inspire Tempe citizens to recognize the arts as essential to the whole life of the community.

The Tempe Municipal Arts Commission was established in March, 1987. The Commission's goals and strategies include:

- Advise the Mayor and City Council on all art and cultural development.
- Encourage arts organizations and artists in their continuing search for artistic excellence in Tempe.
- Encourage and support the contribution of cultural diversity to the richness of the community's artistic life.

City of Tempe Cultural Services
3340 S. Rural Road
Tempe, AZ 85282
480-350-5287
www.tempe.gov/arts

ARTS MINIGRANT APPLICATION

(non-profit organizations and schools)

Due at least 6 weeks before beginning arts project date.

APPLICANT DATA

Applicant Name (Non-profit organization or school)	_____	Phone	_____
Applicant Street Address	_____	City, Zip	_____
Mailing Address	_____	City, Zip	_____
E-mail address	_____	Fax	_____
Contact Person (Project coordinator who can answer questions prior to proposal review. This person receives all correspondence about the grant proposal.)	_____	Phone	_____
Board President	_____	Phone	_____
Authorizing Official (Person with legal authority to accept and expend funds for the organization. A school applicant names the Principal or Superintendent who can also approve non-school programs on campus.)	_____	Phone	_____
Federal ID #	_____		

PROJECT TITLE _____

PROJECT ACTIVITY DATES Start _____ End _____

AMT. REQUEST \$ _____ + OTHER INCOME \$ _____ = TOTAL BUDGET \$ _____
(Budget Line #18) (Budget Line #17) (Budget Line #19)

PROJECTED # of Youth _____ + Artists _____ + Other adults _____ = _____
Total

OF THE ABOVE TOTAL PARTICIPANTS, HOW
MANY TEMPE RESIDENTS ARE EXPECTED? _____
Total Tempe Residents Expected

SIGNATURE

Signature by Authorizing Official certifies that the narrative, budget, and supporting documentation are accurate and true.

Authorizing Official's Signature X

Title _____ Date _____

All arts grants are in accordance with the City of Tempe prohibition of discrimination on the basis of race, color, national origin, sex, religion, age or handicap.

Checklist

☒ **Contents of MiniGrant Application Package**

☐ Completed Applicant Data and Signature (first page)

☐ Completed Narrative (one page)

☐ Resume (one-page) of each proposed artist

☐ Complete and accurate proposed budget

Items for Organizations (not schools)

☐ IRS 501(c)3 Letter of Determination

☐ Organization's promotional brochure or a profile of the organization

☐ Please send minigrant application package to:

**City of Tempe Cultural Services
3340 S. Rural Road
Tempe, AZ 85282**

Attn: MiniGrants

We look forward to discussing your ideas for arts projects that help make the arts central to our community.

Please contact Wydale K. Holmes for assistance and questions: 480-350-5224; wydale_holmes@tempe.gov.